

~~CONFIDENTIAL~~

15 August 1951

PDC MEMORANDUM NO. 51-31

SUBJECT: Requesting and Reporting Security Clearances

REFERENCE: Personnel Director's Memorandum No. 6-51, dated 31 July 1951

1. All requests for security clearance for applicants selected for appointment as well as changes in the types of clearances previously requested will be prepared by the Position Inventory Unit on Form 37-104 in triplicate. Form 37-104 will be completed in accordance with existing instructions with special attention to the block designated "Request No." Any subsequent changes in type of clearance requested will be prepared on Form 37-104, using the original request number.

2. The original of Form 37-104 and supporting material will be routed to I&SO in accordance with the following:

a. Two envelopes will be prepared and addressed as follows:

(1) Envelope No. 1 will be addressed to the Personnel Security Branch, Room 2516, Eye Building.

(2) Envelope No. 2 will be addressed for return to [REDACTED] 25X1A9a Room 1302, L Building.

b. The following material will be inserted in the envelope addressed to the Personnel Security Branch:

(1) A transmittal list containing the names of the individuals for whom security clearance is requested, showing the type of clearance requested and the number of the request shown on Form 37-104.

(2) The original of Form 37-104 prepared for each person included on the transmittal list; all Forms 37-104 will be placed together in a sealed envelope.

(3) A Personal History Statement for each person listed.

(4) An Appendix I, for each person listed.

(5) Two photographs for each person listed with the last name of the person written on the reverse side of each photograph. (Photos will be stapled to the Appendix I.)


(6) If applicable, requests for waivers, exceptions to 10-9, memoranda from operating officials requesting special clearances and other documentary material which should be forwarded to I&SO.

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c. Envelope No. 2 will contain only a carbon copy of the transmittal list.

d. Envelopes No. 1 and 2 will be inserted in a third envelope which will be addressed to Reproduction Division and will be delivered daily on the afternoon mail run by the Logging and Mail Clerk to Room 212, North Building, for relay to the reproduction plant 

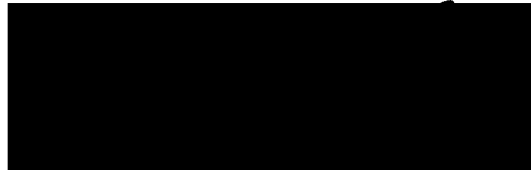
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e. The Reproduction Division will remove all Personal History Statements forwarded in Envelope No. 1 and prepare six photostatic copies of each PHS. The original and five photostatic copies of the PHS will then be enclosed in Envelope No. 1 and forwarded to the Personnel Security Branch.

f. The Reproduction Division will insert one photostatic copy of each PHS in Envelope No. 2 and will return this envelope to Room 212, North Building for pick-up by PDC Mail and Logging Clerk each day.

3. The second copy of Form 37-104 is to be routed to the Machine Records Branch.

4. The third copy of Form 37-104 will be filed in the Personnel folder. Upon receipt of the photostatic copy of the PHS from Reproduction Division, it will be attached to the file which will then be transmitted to the Appointment Unit for processing.



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Chief, Personnel Division (C)

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